



Program of Study
Career Field: Business, Marketing, and Management
Career Cluster: Business Management and Administration
Career Pathway: Administrative Services



Western Nebraska Community College

DEGREE:
 Business Technology- Executive Assistant Option
<http://www.wncc.net/programs/majors/OFFT.html>

	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	GENERAL ELECTIVES		PATHWAY ELECTIVE COURSES		EXTENDED LEARNING SCHOOL/COMMUNITY ACTIVITIES	
HIGH SCHOOL	9	English/Language Arts I	Algebra I	Physical Science	Geography	World Languages and Cultures Physical Education Health Education Information Technology Applications I Entrepreneurship Information Technology Applications II Personal Finance International Business Economics Speech		Three semesters from the following: Accounting (2 semsters) Business Law Management & Leadership Marketing (2 semesters)		School Activities: DECA, FBLA, Manage fundraising activities, Mock Trial, School yearbook, Speech Team, Student Council Community Activities: Job shadow professionals, Join Boy & Girl Scouts, Join Junior Achievement, Volunteer in the community	
	10	English/Language Arts II	Geometry	Biology	World History						
	11	English/Language Arts III	Algebra II	Chemistry	American History						
	12	English/Language Arts IV	Intro to Statistics Descrete Math Pre-Calc	Physics	American Government or Economcis						
WNCC		COMMUNICATIONS	MATH	SOCIAL SCI/HUMANITIES	DEGREE REQUIREMENTS	MAJOR COURSES					
	13	English Composition I	Intro to Computer Science	Human Relations	Freshman Seminar	Word Processing (Word)	Spreadsheets (Excel)	Database (Access)	Business Communications	Records Management	Principles of Accounting 1
		Human Communication	Introduction to Algebra		Microcomputer Applications	Integrated Accounting Systems	Office Internship 1	Using Windows	Intro to Online Learning	Introduction to Business Administration	Principles of Accounting 2
	14				Business Ethics	Principles of Management	Principles of Marketing	Intro to Database (Access)	Career Development Capstone		